EOP ASSIST 3.0:
Next Generation of Updates and Enhancements

Welcome! The Webinar will begin at 2:00 p.m. EDT.

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- **Use the Q&A Pod** to send a message to the moderator. Your questions and comments will be addressed at the end of the Webinar. **Use the Files Pod** to download the slides and handouts.
- For support during the Webinar, **please contact the REMS TA Center** at info@remstacenter.org or 1-855-781-REMS [7367].
- You are invited to **participate in a 30-minute Web Chat** via the REMS TA Center Community of Practice following the Webinar. This may be accessed from the **Web Links Pod**.

READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS
REMS
TECHNICAL ASSISTANCE CENTER
http://rems.ed.gov

EOP ASSIST 3.0: Next Generation of Updates and Enhancements

U.S. Department of Education
Office of Safe and Healthy Students

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- Audio is available through your **computer speakers**.
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Agenda

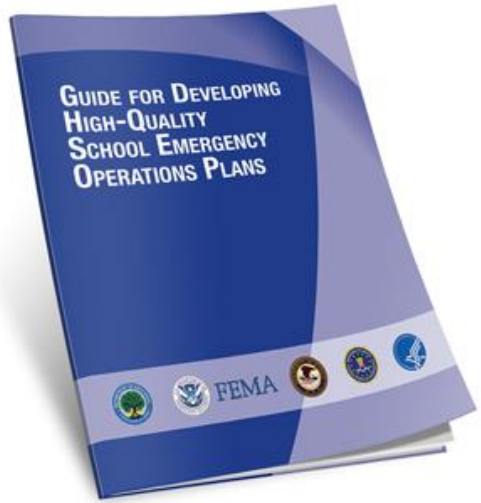
- Federal Guidance on School Emergency Management
- Overview of EOP ASSIST
- EOP ASSIST 3.0 Software Updates
- EOP ASSIST 3.0 Resources
- EOP ASSIST Interactive Workbook
- Q&A Session

Five Preparedness Missions

Before **During** **After**

an incident or emergency

Federal Agency Partners



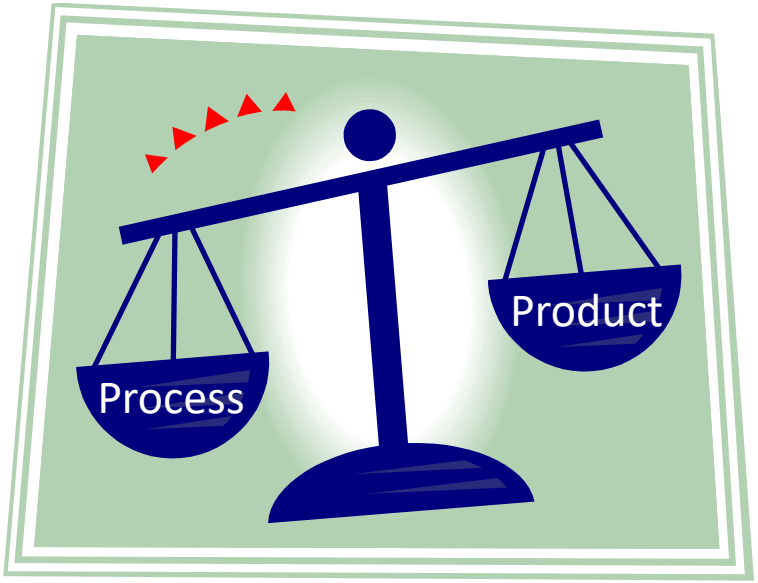
Planning Principles

Six-Step Planning Process

Overview of EOP ASSIST

This **school EOP generator** closely aligns with the latest Federal guidance and:

- Leads users through the recommended six-step planning process;
- Provides resources to support users through the process (to teach users the guidance); and
- Generates a school EOP based on the Federal guidance.



Please visit

https://rems.ed.gov/EOPASSIST.aspx

Timeline of EOP ASSIST

EOP ASSIST — January 2015

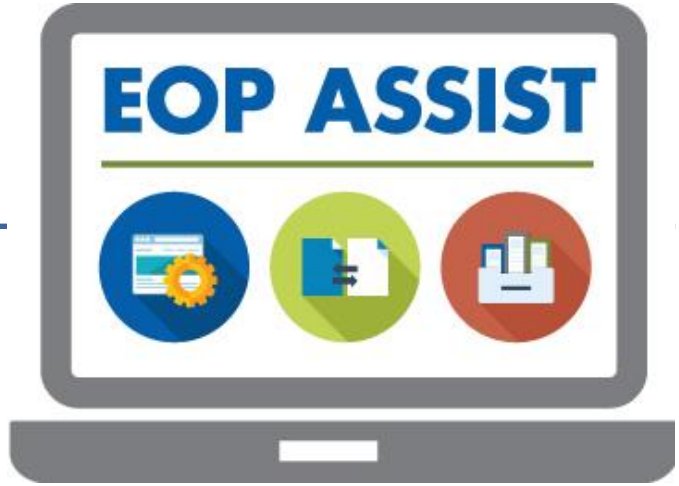
- District- and school-level hosting option
- Management features
- Resource Toolkit

EOP ASSIST 2.0 — September 2015

- State-level hosting option
- Enhanced management features
- Expanded IT compatibility
- Updated Resource Toolkit

EOP ASSIST 3.0 — March 2017

- State and local requirements functionality
- Enhanced management features
- Expanded IT compatibility
- Updated Resource Toolkit



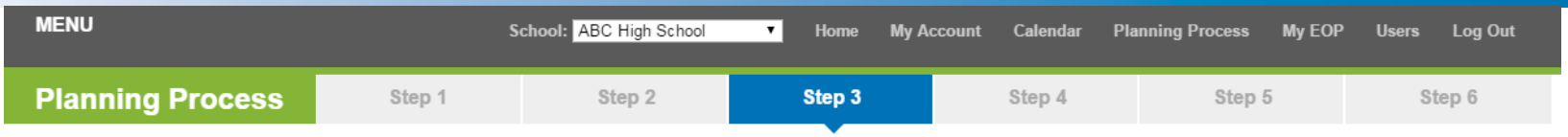
EOP ASSIST: A Downloadable Tool

State, District, or School Hosting

- **Download** the application from REMS Website, then **install** on local server and host as an online tool.
- EOP data is **private**—the REMS TA Center & OSHS cannot access EOP data.
- **Local control** over the security of EOP data.

An Overview of the Features and Functions of EOP ASSIST

Planning Process



Resource Toolkit

Guidance

Develop Goals and Objectives for Threats and Hazards

Next, your team should develop three goals and corresponding objectives for each of your selected threats and hazards. The three goals should indicate the desired outcome (1) before, (2) during, and (3) after a threat or hazard has unfolded at your school. For each of your goals, please provide corresponding objectives—or specific, measurable actions—to achieve these goals. Often, planners will need to identify multiple objectives in support of a single goal. The goals and objectives developed in this step will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop courses of action for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each threat or hazard will form the Threat- or Hazard-Specific Annexes section of your school EOP.

As your team develops goals and objectives for threats or hazards, you should find that some of your
goal addressing the threat or hazard of a fire might be to provide necessary medical attention to those
tornadoes, explosions, contaminated food outbreaks, or *active shooter situations*. These cross-cutting
the following: evacuation; lockdown; shelter-in-place; accounting for all persons; communications and
medical, and mental health; and security. While developing goals and objectives, your team will be pr
functions. The functions that your team identifies here will eventually become Functional Annexes in y

Please use the table below to develop goals and objectives for each selected threat and hazard, and
threat or hazard is not displayed below, please return to the previous page to ensure that it is selecte

Begin by clicking the Add button for the respective threat or hazard. Then, type your goals and object
develop multiple objectives in support of a single goal. Then, for each goal and objective, use the Funct
functions are preloaded as menu options; however, your team may add new functions to the menu as well. The menu option "None" signifies that the goal or objective only applies to the threat or hazard, and is not a cross-cutting function. After completing all fields and selecting the appropriate menu options for the selected threat or hazard, click the Save button. Repeat this process for the remaining threats and hazards.

If your team wishes to edit goals, objectives, and functions that were previously entered, please click the Edit button for the respective threat or hazard. Pre-populated fields and drop-down menus will appear with previously saved information. After editing any of the available fields, click the Update button. Repeat this process, as needed.

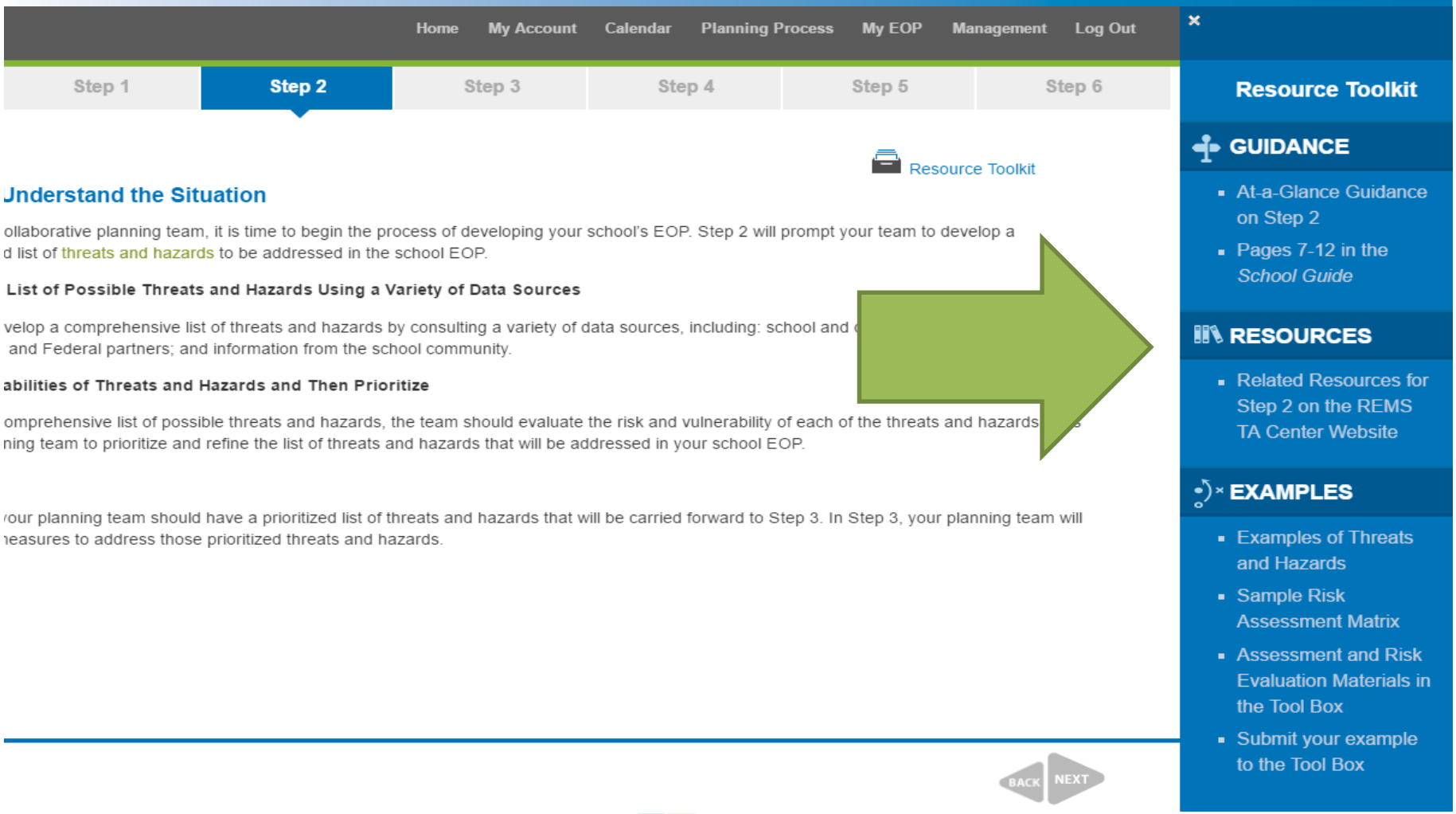
Prompts users through the recommended six steps to develop a high-quality school EOP.

Forms

Add/Edit Goals and Objectives for Threats and Hazards

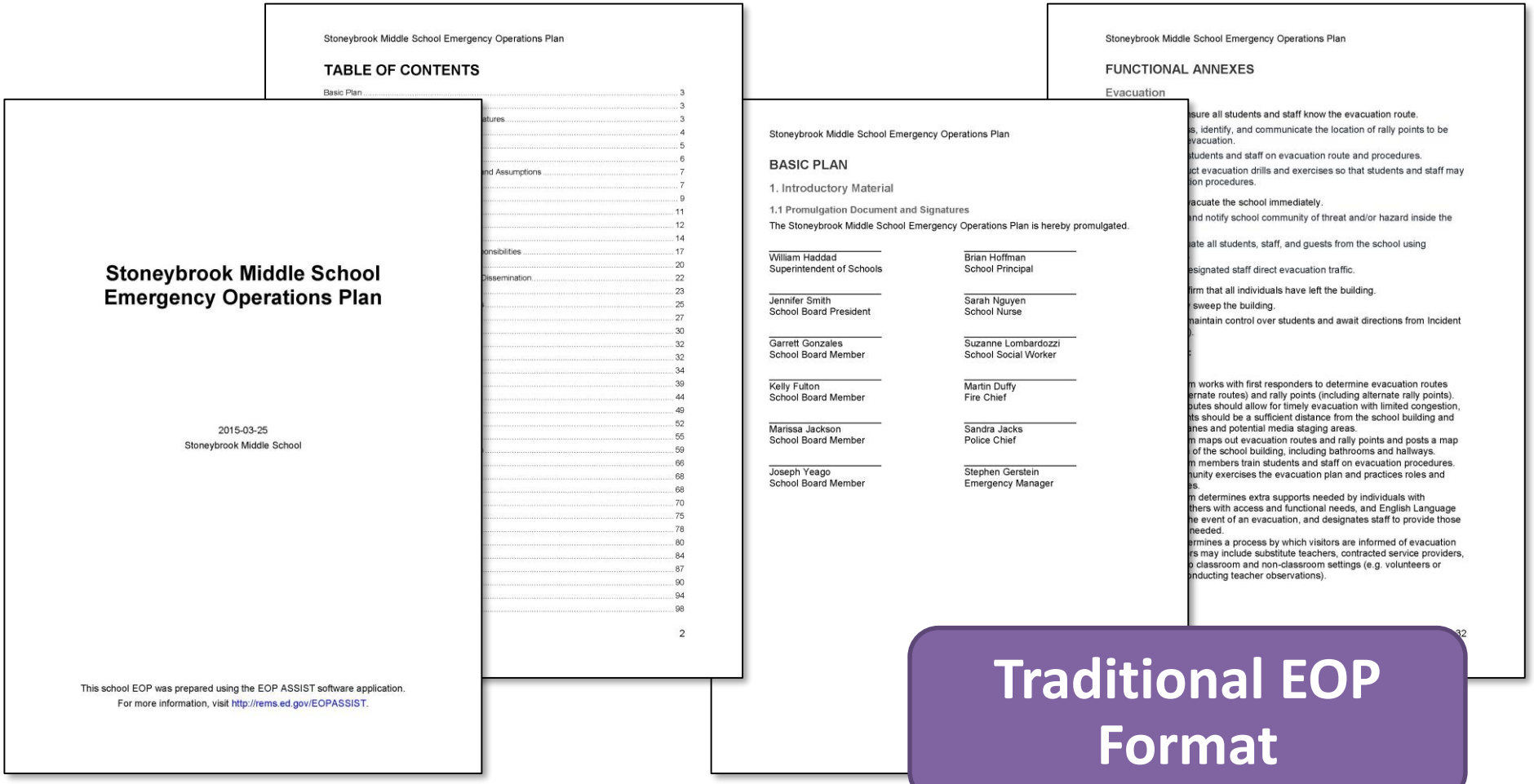
THREATS AND HAZARDS	GOALS AND OBJECTIVES
Active Shooter	Edit
Blizzard	Edit
Earthquake	Edit

Resource Toolkit



READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS REMS TECHNICAL ASSISTANCE CENTER

Downloadable EOP



Stoneybrook Middle School Emergency Operations Plan

TABLE OF CONTENTS

Basic Plan 3

2

Stoneybrook Middle School Emergency Operations Plan

2015-03-25

Stoneybrook Middle School

This school EOP was prepared using the EOP ASSIST software application.
For more information, visit http://rems.ed.gov/EOPASSIST.

Stoneybrook Middle School Emergency Operations Plan

BASIC PLAN

1. Introductory Material

1.1 Promulgation Document and Signatures

The Stoneybrook Middle School Emergency Operations Plan is hereby promulgated.

William Haddad, Superintendent of Schools
Brian Hoffman, School Principal
Jennifer Smith, School Board President
Sarah Nguyen, School Nurse
Garrett Gonzales, School Board Member
Suzanne Lombardozzi, School Social Worker
Kelly Fulton, School Board Member
Martin Duffy, Fire Chief
Marissa Jackson, School Board Member
Sandra Jacks, Police Chief
Joseph Yeago, School Board Member
Stephen Gerstein, Emergency Manager

Stoneybrook Middle School Emergency Operations Plan

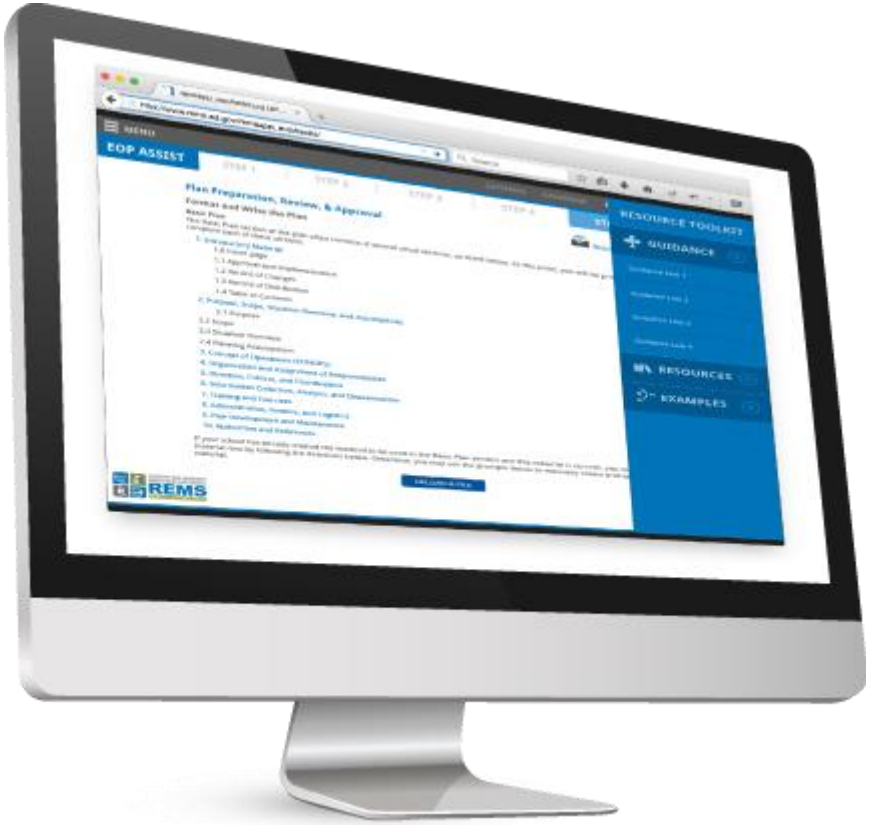
FUNCTIONAL ANNEXES

Evacuation

Traditional EOP Format

Creating a School EOP With EOP ASSIST: A Focus on the Planning Process

EOP ASSIST 3.0 Update



State and Local Requirements

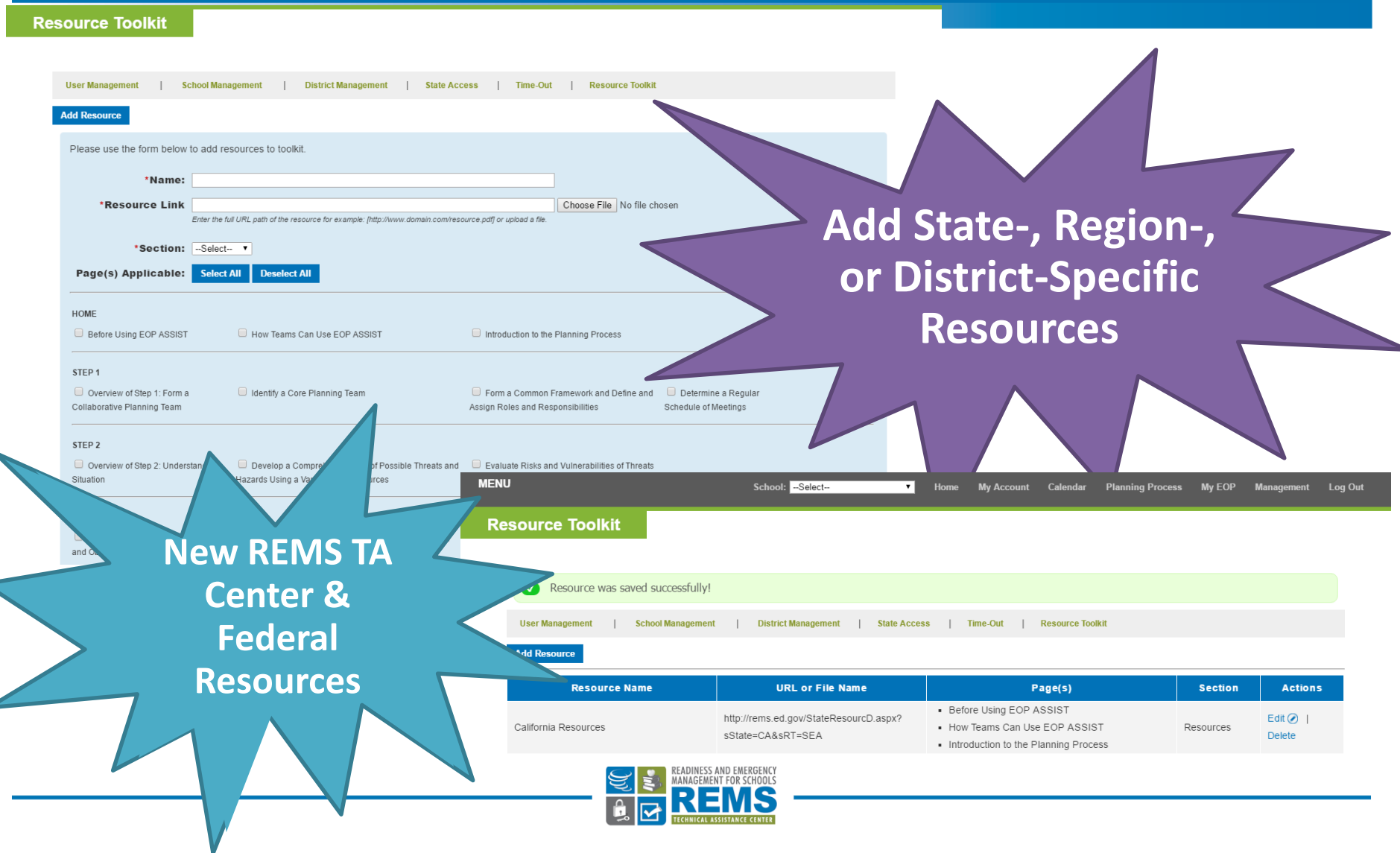
THREATS AND HAZARDS	REQUIRED BY	GOALS AND OBJECTIVES
Earthquake	District	Ad
[redacted]	State	
[redacted]	State	
Wildfire	School	

Districtwide

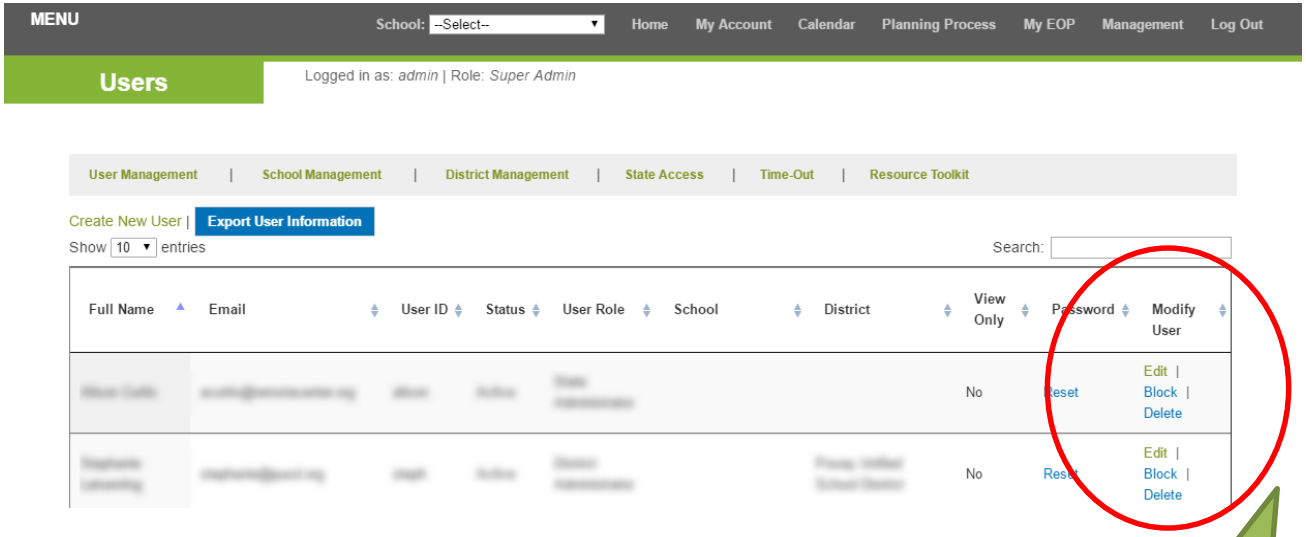
FUNCTIONS	APPLICABLE TO	GOALS AND OBJECTIVES
Communications and Warning	Only Sample School EOP for State Team	Add
Continuity of Operations (COOP)	Only Sample School EOP for State Team	Add
Evacuation	Only Sample School EOP for State Team	
Family Reunification	Only Sample School EOP for State Team	
Lockdown	Only Sample School EOP for State Team	
Recovery	Only Sample School EOP for State Team	
Security	Only Sample School EOP for State Team	
[redacted] Edit Copy	All School EOPs in State	

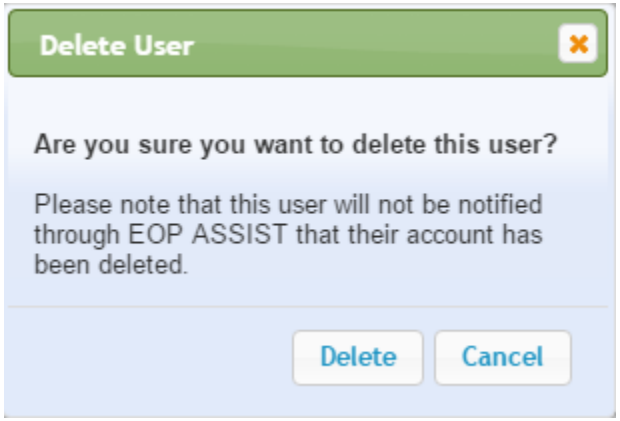
Statewide

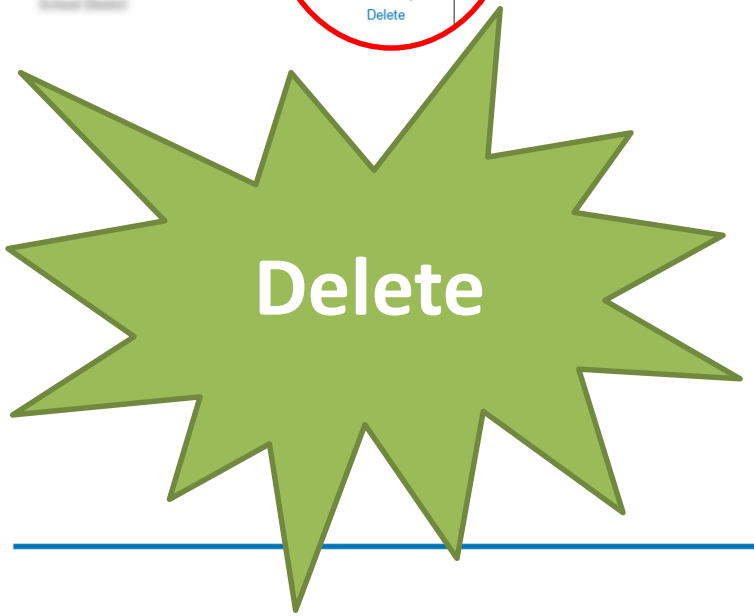
Resource Toolkit



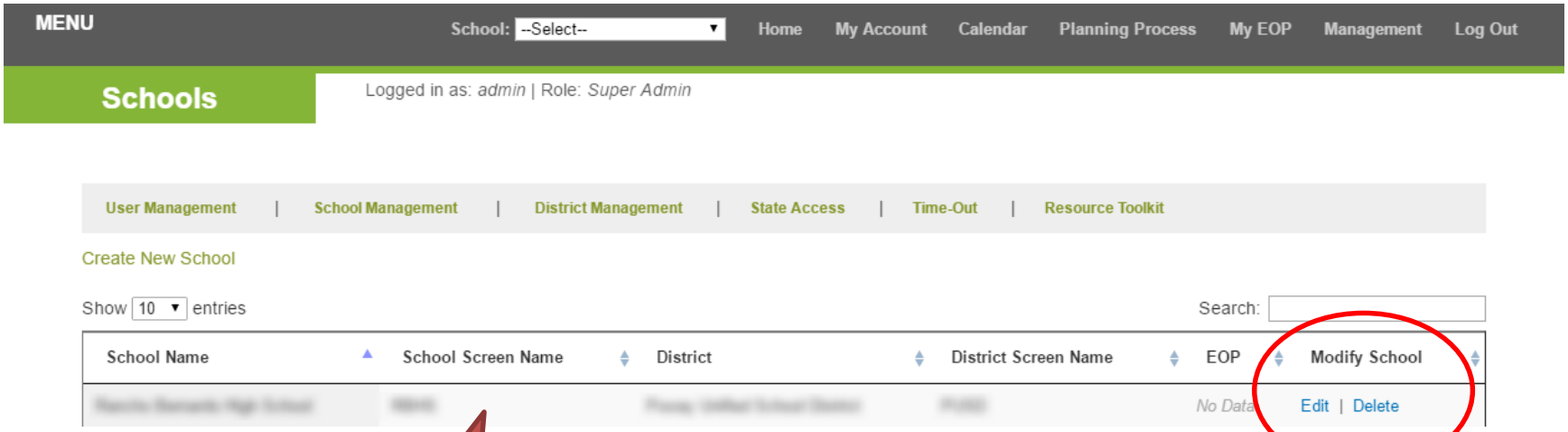
User Account Management



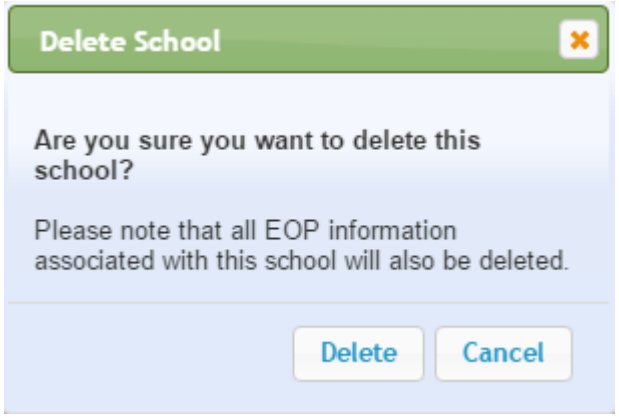




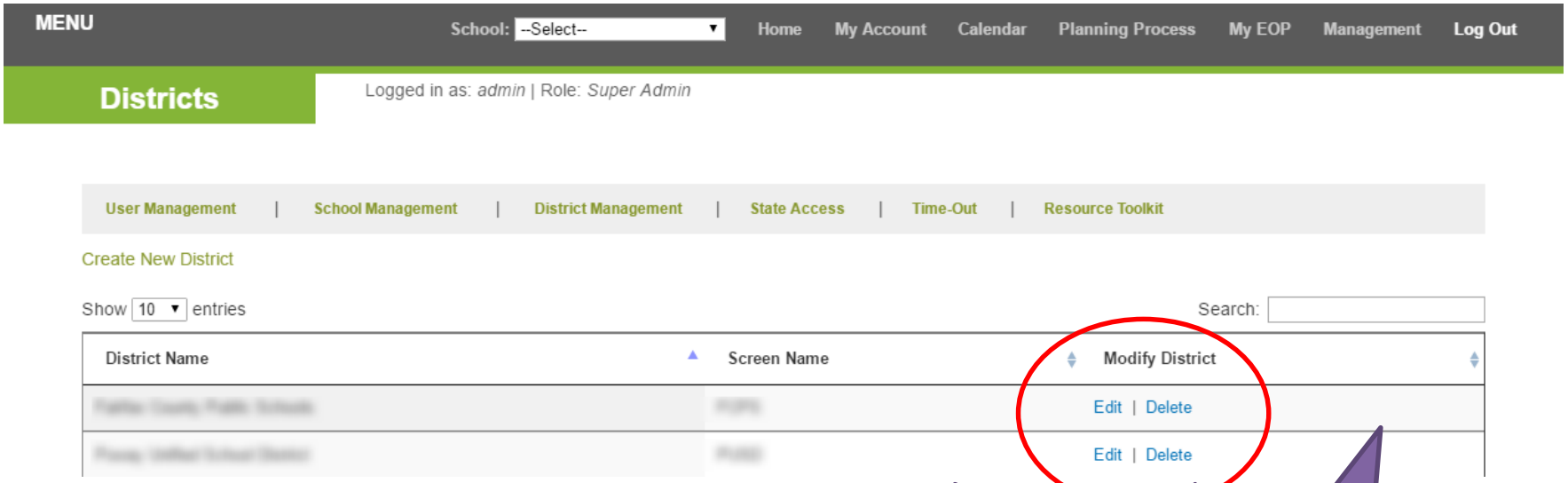
School Profile Management

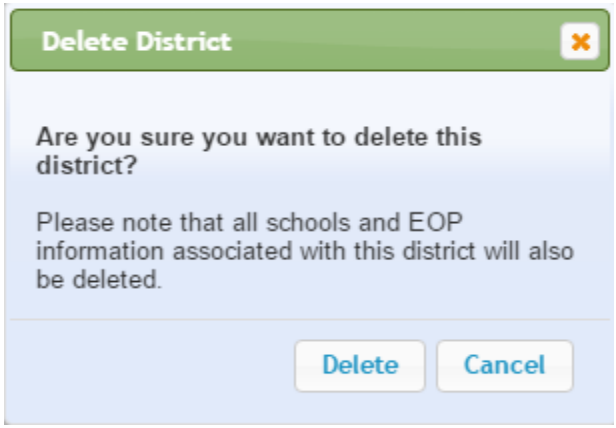


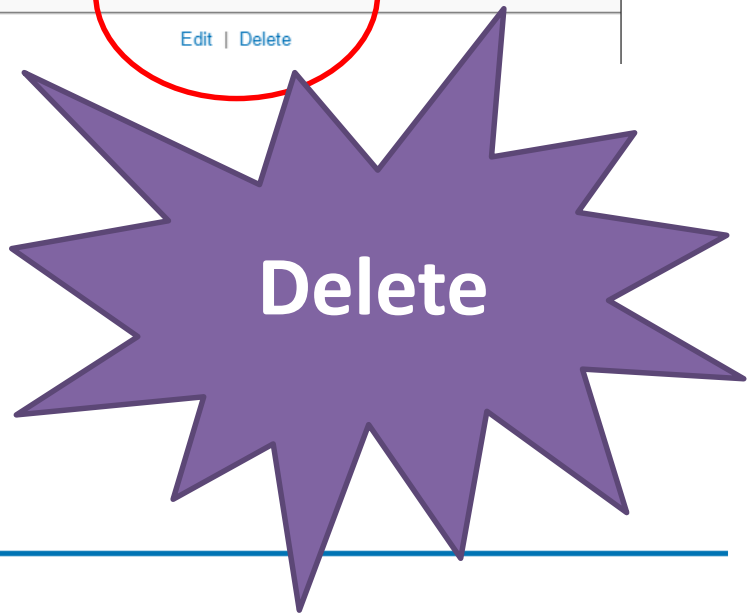
Delete



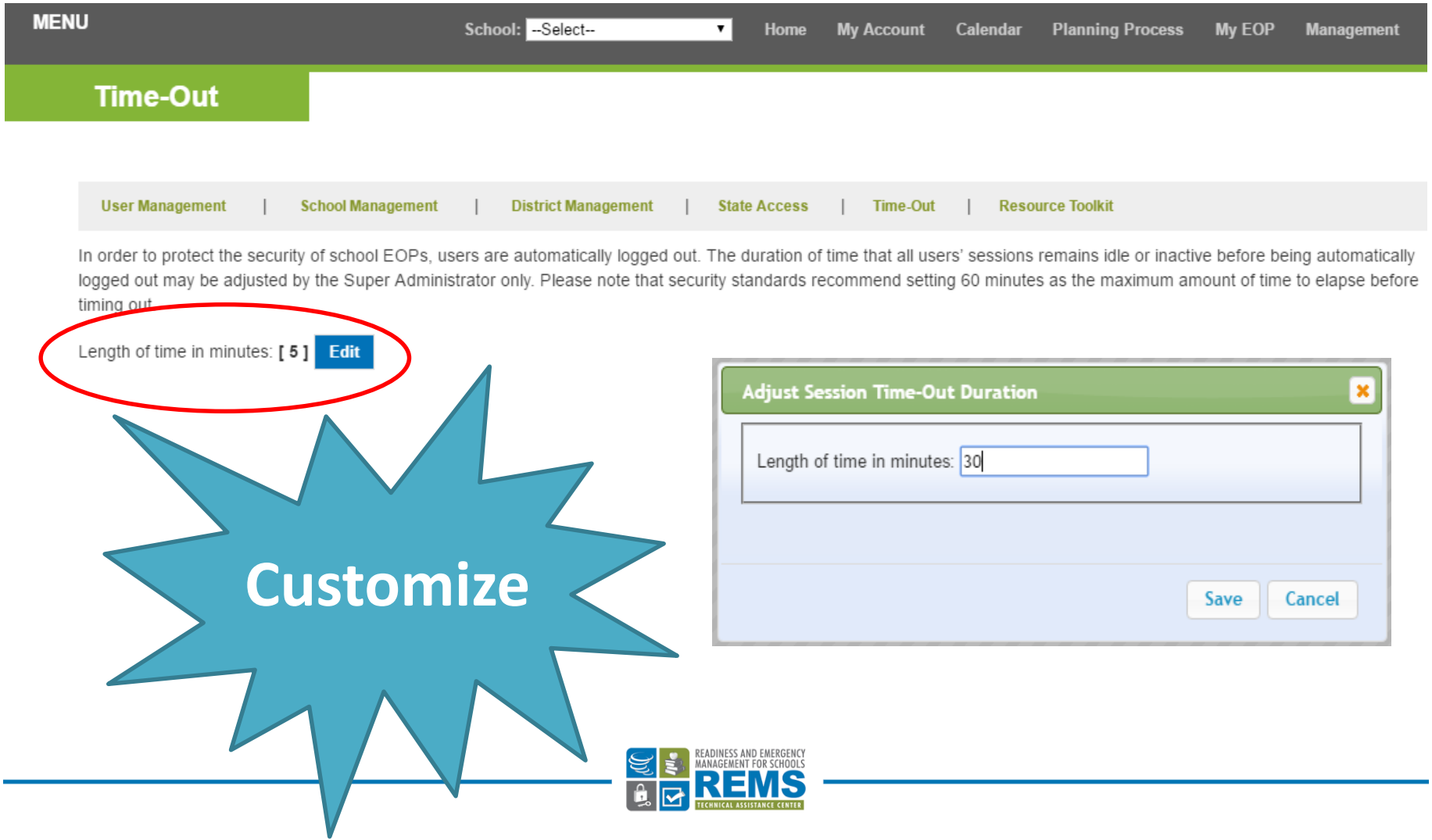
District Profile Management





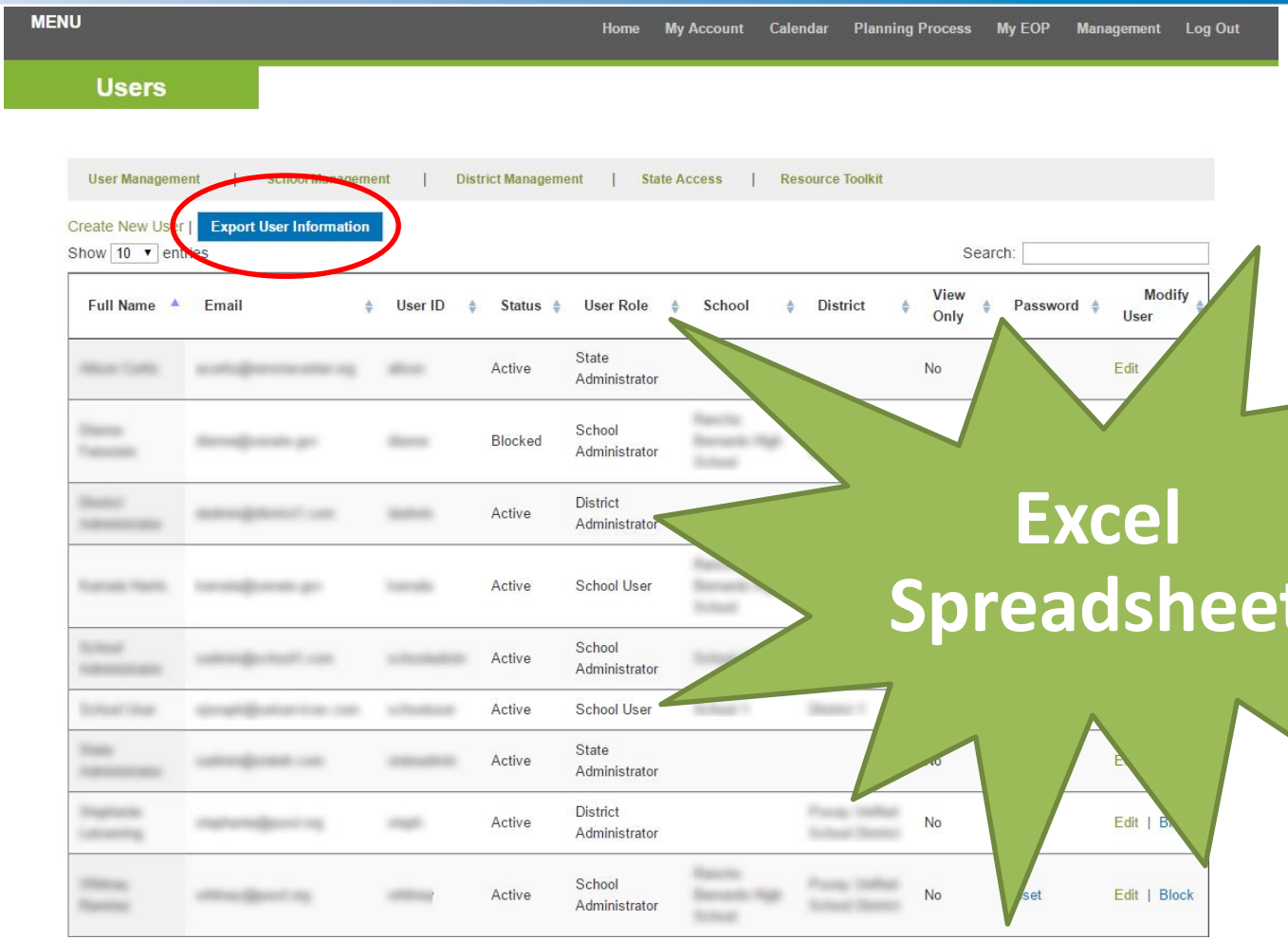


Time-Out Feature



READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS REMS TECHNICAL ASSISTANCE CENTER

User List Export



Installing EOP ASSIST for the First Time

Register on the REMS TA Center Website	• To receive an email with directions for downloading the application files.
Install on a server	• With the required software by IT personnel.
Set up profile and accounts	• For the host institution and its administrators.
Deploy to practitioners	• Via a link on the institution's Website.
Use EOP ASSIST	• To create a school EOP via the internet.

Upgrading to EOP ASSIST 3.0 from 2.0

Refer to original registration email	• To use log-in credentials for accessing the application file and instructions.
Download upgrade instructions and file	• Which are different from and easier to complete than the original installation.
Upgrade version on your server	• A process that is faster than the original installation and saves your EOP data.
Use EOP ASSIST	• To revise and review your school EOP via the internet.

Technical Requirements

Operating System

- Linux
- Microsoft Windows Server 2016
- macOS 10.12 Sierra

Web Server Software

- Apache HTTP Server 2.4
- Internet Information Services (IIS) 10

Relational Database Management System (RDBMS)

- MySQL 5.7
- Microsoft SQL Server 2016

Scripting Language

- PHP 5.6

Technical Support Resources

User Manual

EOP ASSIST 3.0:

A Software Application for
K-12 Schools, School Districts, and State Agencies

Installation Manual

EOP ASSIST 3.0:

A Software Application for
K-12 Schools, School Districts, and State Agencies

Video Tutorials

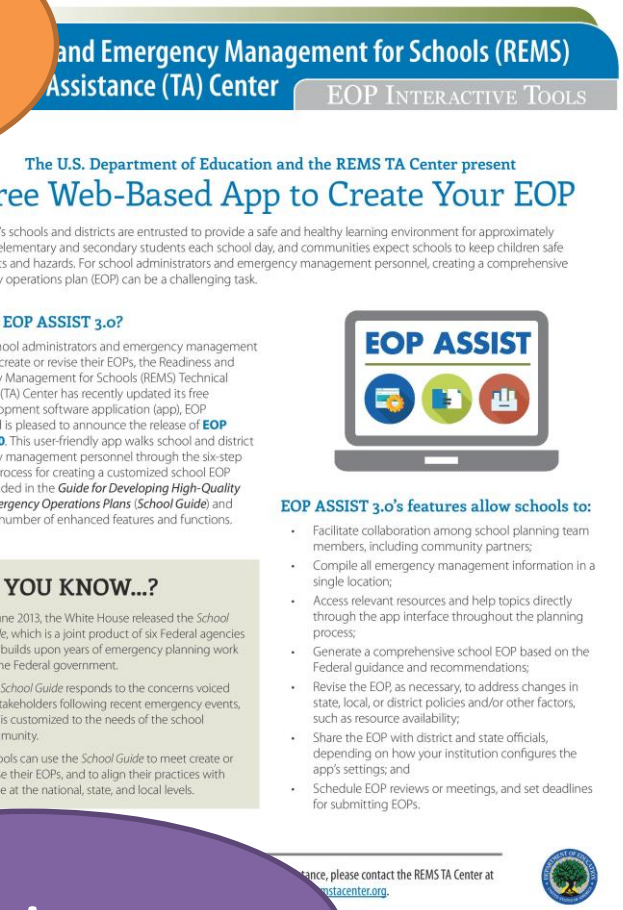
User Manual

Installation Manual

Help Desk

Information Dissemination Resources

Flyers



and Emergency Management for Schools (REMS)
Assistance (TA) Center
EOP Interactive Tools

The U.S. Department of Education and the REMS TA Center present

A Free Web-Based App to Create Your EOP

Our nation's schools and districts are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary students each school day, and communities expect schools to keep children safe from threats and hazards. For school administrators and emergency management personnel, creating a comprehensive emergency operations plan (EOP) can be a challenging task.

What is EOP ASSIST 3.0?

To help school administrators and emergency management personnel create or revise their EOPs, the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center has recently updated its free plan development software application (app), EOP ASSIST, and is pleased to announce the release of **EOP ASSIST 3.0**. This user-friendly app walks school and district emergency management personnel through the six-step planning process for creating a customized school EOP recommended in the ***Guide for Developing High-Quality School Emergency Operations Plans*** (***School Guide***) and includes a number of enhanced features and functions.

EOP ASSIST

DID YOU KNOW...?

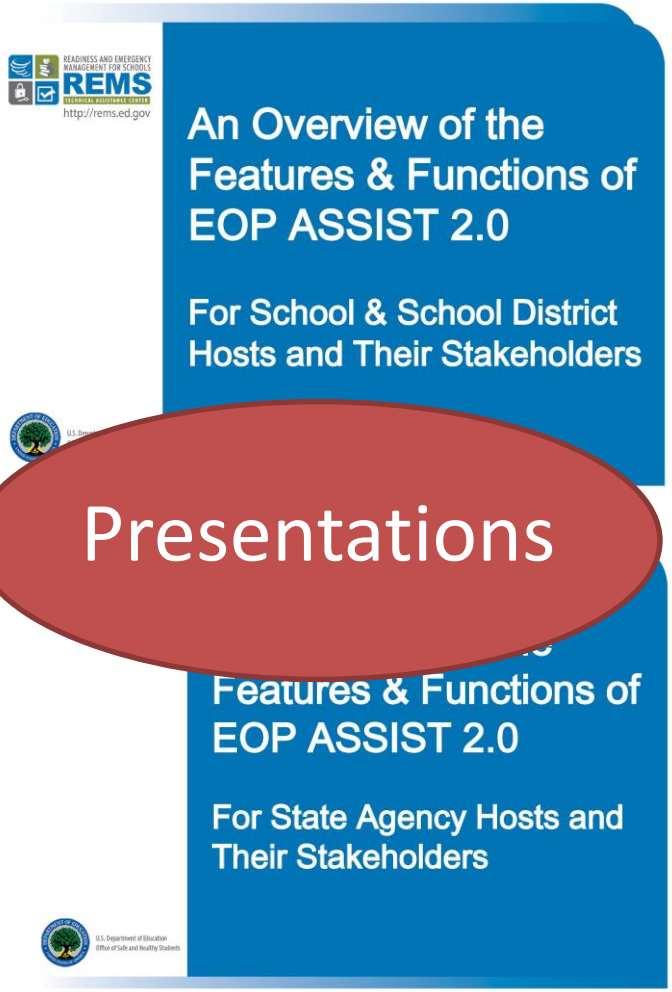
- In June 2013, the White House released the *School Guide*, which is a joint product of six Federal agencies and builds upon years of emergency planning work by the Federal government.
- The *School Guide* responds to the concerns voiced by stakeholders following recent emergency events, and is customized to the needs of the school community.
- Schools can use the *School Guide* to meet create or revise their EOPs, and to align their practices with those at the national, state, and local levels.

EOP ASSIST 3.0's features allow schools to:

- Facilitate collaboration among school planning team members, including community partners;
- Compile all emergency management information in a single location;
- Access relevant resources and help topics directly through the app interface throughout the planning process;
- Generate a comprehensive school EOP based on the Federal guidance and recommendations;
- Revise the EOP, as necessary, to address changes in state, local, or district policies and/or other factors, such as resource availability;
- Share the EOP with district and state officials, depending on how your institution configures the app's settings; and
- Schedule EOP reviews or meetings, and set deadlines for submitting EOPs.

...tance, please contact the REMS TA Center at ...rstacenter.org.

Presentations



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An Overview of the Features & Functions of EOP ASSIST 2.0

For School & School District Hosts and Their Stakeholders

Features & Functions of EOP ASSIST 2.0

For State Agency Hosts and Their Stakeholders

U.S. Department of Education Office of Safe and Healthy Students

Webinars

READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS REMS TECHNICAL ASSISTANCE CENTER

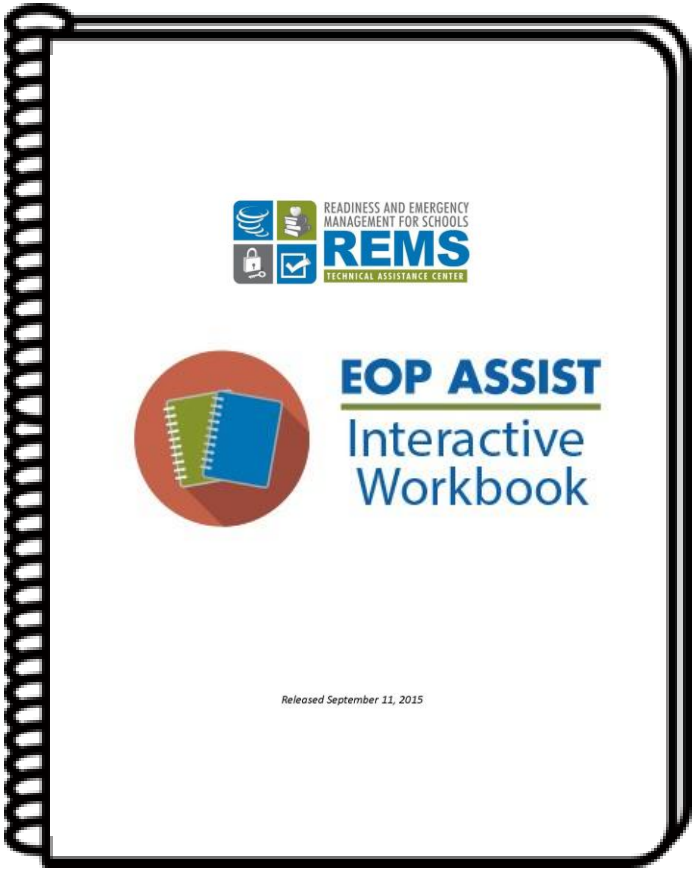
Networking Resource

Community of Practice (CoP) Forum

EOP ASSIST	EOP ASSIST DISCUSSION A forum for EOP ASSIST users to share feedback, exchange ideas, and pose questions	5	Web Chat @ 3 p.m. ED... 2 days ago

EOP ASSIST Interactive Workbook

- Offline version
- PDF viewer and Microsoft Word
- State and local customization
- Part A: Instructions
- Part B: Worksheets



Part A: Instructions

Step 2: Understand the Situation

Now that your school has a collabora
your school's EOP. Step 2 will prompt
comprehensive, yet prioritized list of

Develop a Comprehensive List of Pos

Your team's first task is to develop a
data sources, including school and di
partners; and information from the s

Evaluate Risks and Vulnerabilities of

After your team develops a compreh
evaluate the risk and vulnerability of
planning team to prioritize and refine
school EOP.

Outcome of Step 2

At the conclusion of Step 2, your plan
will be carried forward to Step 3. In S
to address those prioritized threats a

Please use **Worksheets 29–39 (pg. 35–45)** to develop goals and objectives for each selected threat and hazard. Please use **Worksheet 3 (pg. 8)** to document any cross-cutting functions that are referred to in the goals and objectives developed for threats and hazards.

Begin by typing the respective threat or hazard above the table. Then, type your goals and objectives into the designated table cells. You may add rows to the table (as you would with any other table in Microsoft Word) if your team needs to develop multiple objectives in support of a single goal. Then, for each goal and objective, use **Worksheet 3 (pg. 8)** to mark the checkbox for the corresponding function, as applicable. Recommended functions are preloaded on **Worksheet 3 (pg. 8)**; however, your team may add new functions to the list on **Worksheet 3 (pg. 8)** as well. Once a function has been marked, it is not necessary to mark it again. Be sure to save your work (File>Save or CTRL+S). Repeat this process for the remaining threats and hazards.

Develop Goals and Objectives for Functions

After identifying functions, the planning team should develop three goals and corresponding objectives for each function. As with the goals already identified for threats and hazards, the three goals should indicate the desired outcome for (1) before, (2) during, and (3) after the function has been executed. The goals and objectives developed for these functions will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop courses of action for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each function will form the Functional Annexes section of your school EOP.

Please use **Worksheets 18–28 (pg. 24–34)** to develop goals and objectives for each selected function identified in **Worksheet 3 (pg. 8)**.

Part B: Worksheets

Worksheets 29–39: Threat- and Hazard-Specific Annexes

[Insert Name of Threat/Hazard 1] (Worksheet 29)

BEFORE	
Goal:	
Objective(s):	
Courses of Action:	
DURING	
Goal:	
Objective(s):	
Courses of Action:	
AFTER	
Goal:	
Objective(s):	
Courses of Action:	

Worksheet 2: Threats and Hazards

All Possible Threats and Hazards	Probability 4. Highly likely 3. Likely 2. Possible 1. Unlikely	Magnitude 4. Catastrophic 3. Critical 2. Limited 1. Negligible	Warning 4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	Duration 4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. < 3 hrs.	Risk Priority High Medium Low	Address in the School EOP? (Check/Uncheck)
						☐
						☐
						☐
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						☐

Q&A Session

Questions?

Further Information

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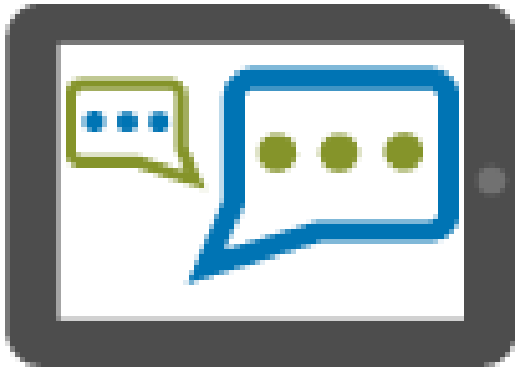
Host a Training by Request

Access Virtual Trainings

Download the *School Guide*

Web Chat



Now until 3:30 EDT

Ask Questions
Share Your Experiences

If you have any questions or issues accessing the Community of Practice (CoP), please contact the REMS TA Center Help Desk at **(855) 781-7367 [REMS]** or **info@remstacenter.org**.